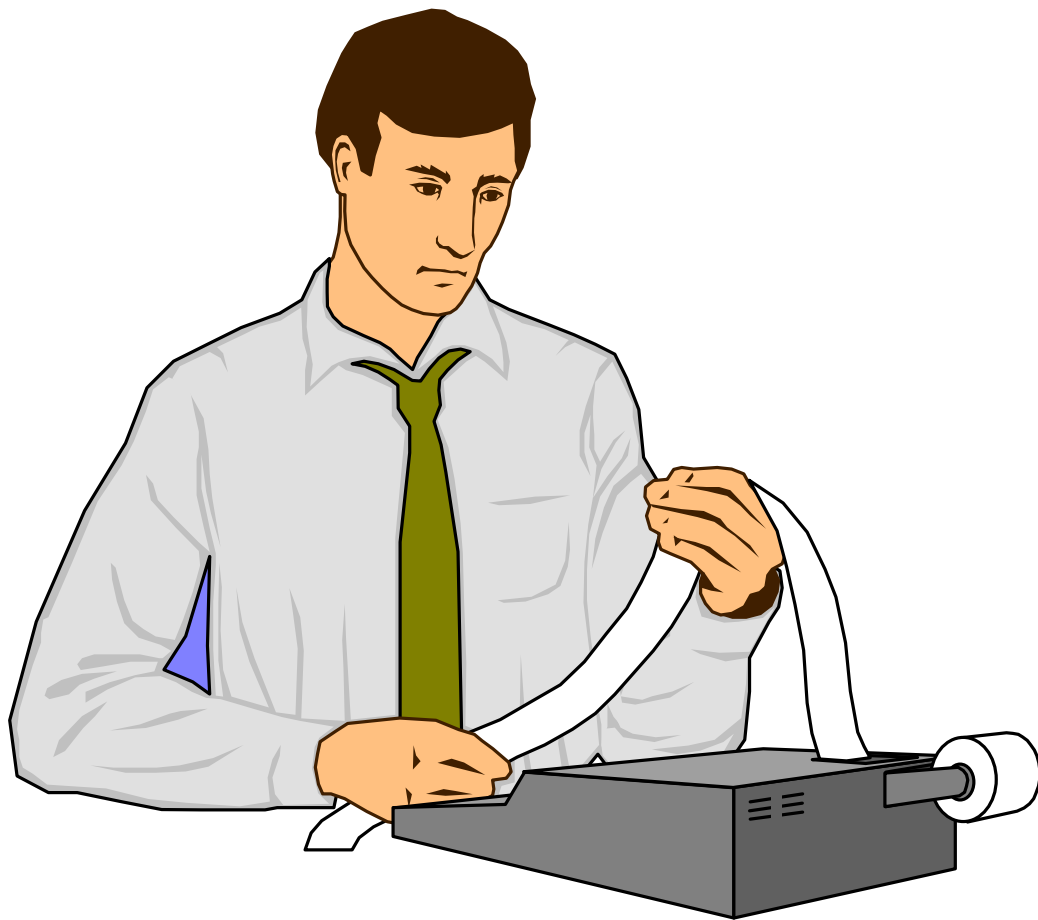


DAILY ACTIVITY REPORT (DAR) PROCEDURE



DAR Procedure

Vocabulary to Know

Before beginning to read this document, become familiar with these terms and their definitions.

DAR - Daily Activity Report. Army posts setup a DAR to be used by the Central Accounting Office to track revenue and accounting activity.

CAO - Central Accounting Office. This is where all Army installations report their financial activity.

GLAC - General Ledger Account Code. These are the accounting codes used by Army installations to report the daily financial activity to the Central Accounting Office.

Setting up Access to the DAR

When the system is installed the agents do not have access to the required menu options for the DAR. To allow agents access to the DAR functions do the following:

1. From the Main Menu go to Database Maintenance
2. Go to Security Menu
3. Go to Process Category Maintenance
 - **Category Code** - Type "DAR" and press enter.
 - **Category Code Description** - Type "Daily Activity Report" and press enter
 - **Synonym** - This is the name of the code, which needs to be attached to the category. Type each one of the following codes: daradj, darpram, darparm, darprpt, menurarm, menuarmy, menuexsv
 - **Password** - Type "N" or "Y". If a password is needed to go into that function a "Y" should be typed. If the agent login is sufficient, then a "N" should be typed.

Year 2000 US Hotel		CATEGORY MAINTENANCE		Date: 28-JAN-2000	
Blanca Quintanilla				Time: 05:29 AM	
Category Code:		DAR		Daily Activity Report	
Synonym		Process Description		Password Type (adding)	
daradj		DAR Adjustments		N None	
darpram		DAR Parameter Maint.		N None	
darparm		DAR Parameter Report		N None	
darprpt		Daily Activity Report		N None	
menurarm		Army Reports Menu		N None	
menuarmy		Army Menu		N None	
menuexsv		Extended Services Menu		N None	

4. Repeat until all codes have been entered
5. Press [Save]
6. Exit the Process Category Maintenance screen
7. Go to Agent Maintenance
8. Pull the agent to whom the process category needs to be attached
9. Press [Quick] and go to Hotel Security
10. Select the hotel attached to the agent
11. Press [Next] to go to the process, arrow down to the last line and type the code "DAR"

12. Press [Save]

Setting up the System Sequence

It is necessary to set up the sequence number for the system to keep records in order. This should be done only one time for each database.

Year 2000 US Hotel	System Security Menu	Date: 26-JAN-2000
Blanca Quintanilla		Time: 05:32 AM

ECI SEQUENCE MAINTENANCE		Date: 26-JAN-2000 WED
		Time: 05:32 AM

Sequence Name	DARNUM	Cycle	1
Minimum Value	1		
Maximum Value	2147483647		
Increment	1		
Cache Count	2		
Status	ACTU		

7 Port Master Maintenance Report

8 Detailed Category Report

Enter Selection: utlseqmain

1. From any Enter Selection prompt type "utlseqmain".
2. A window opens up. Type "DARNUM".
3. The screen is automatically filled in, press [Save]
4. Type "DARNUM" again.
5. Press [Actions] and select set values.
6. The screen splits in half and a sequence number appears at the bottom. Increase this number to the nearest 100. For example, when the number is 183, the number 200 should be entered.
7. Press the enter key to close the bottom half of the screen.
8. Press [Save]

ECI SEQUENCE MAINTENANCE		Date: 26-JAN-2000 WED
		Time: 05:33 AM

Sequence Name	DARNUM	Cycle	1
Minimum Value	1		
Maximum Value	2147483647		
Increment	1		
Cache Count	2		
Status	ACTU		

This action will change the current sequence value for the selected sequence immediately when this screen closes.

Press EXIT to close without updating.

Current Sequence Value 35

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Setting up the DAR Parameters

Have a printout of the transaction codes from each hotel, a copy of the current DAR worksheet, and the Army's book of GLAC's.

Using the Transaction Code printout, write the GLAC next to each item listed. Every transaction code must be included in the DAR even if it is not currently used.

It is very important to enter the DAR parameters in the order in which they want to be displayed in the actual report. Usually, the GLAC's are set up to show all the credits on the top and debits on the bottom.

To enter the DAR parameters do the following:

1. From the Main Menu go to Extended Services Menu.
2. Go to CNA/DAR menu.
3. Go to DAR Parameter Maintenance.
 - **Print Sequence** – This is a numeric field used to show the order in which the accounts should be printed on the DAR. It is recommended to use increments of 10. This allows space for future use codes.
 - **Description** – This is a free text field. Type the account name, as it should appear on the DAR.
 - **Debit/Credit** – Enter D or C for each account. In general, a revenue transaction is a credit, and a settlement transaction is a debit.

Year 2000 US Hotel Blanca Quintanilla		DAR PARAMETER		Date: 28-JAN-2000 Time: 05:55 AM (1 of 1)	
Print Sequence	1	Description	Cash Sales		
Debit/Credit	D	Account	110-86	Include A/R	N

Department	Sub Department	Description	(adding)
98	1	Cash	
98	6	Check	
70	1	Miscellaneous Paid Out	

- **Account** - This is the Army GLAC. This is a free text field. Type the code number, as it should appear on the DAR.
 - **Include A/R** – This field is not currently working, a "N" must be entered.
 - [Next Block] allows the entry of **transaction department and sub department codes** for this account description. [List Values] is available in this field. Use the down arrow key to enter a long list of codes. Remember to attach the adjustment codes.
 - [Previous Block] takes the cursor back to the Description field. The down arrow allows the entry of the next item to be added to the DAR.
4. When all the accounts are entered press [Save]
 5. To review all the entries:
 - Exit from the DAR Parameter screen.
 - Go back into DAR Parameter Maintenance.

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- Press [Enter Query]
- Press [Execute Query]

There are several GLAC's which do not have transaction codes attached. These GLAC's are used only to make adjustments to the DAR. Some examples are: "Cash Overage", "Cash Shortage", "Today's Activity – Debit", and "Today's Activity – Credit".

DAR Parameter Report

This program prints information as set up in the DAR Parameter Maintenance located on the CNA/DAR menu. Information includes print sequence, description of account, account number, whether it is a credit or a debit account, whether or no A/R revenue is included, and the associated transaction department and sub-department codes. This report is used to verify the revenue departments that print on the DAR. To print the DAR report do the following:

1. From the Main Menu go to Extended Services
2. Select CNA/DAR
3. Select Army Reports
4. Select DAR Parameter Report
5. After selecting a printer and pressing [Enter] through the foreground/background field
6. Press [Save] to run the report

The DAR Daily Process

1. **Review** and compare the printed DAR from the night audit to the Daily Revenue Report. Verify that the postings match.
2. Note any overages or shortages.
3. If the revenue for DVQ, VEQ, and/or VOQ need to be separated, run the Accommodation Utilization Report and note the correct figures on the DAR.
4. **Adjust** the DAR
 - From the CNA/DAR menu go to DAR Adjustment Screen.
 - Type the Business date to be modified and the [Enter] key. The cursor drops to the Account field.
 - Using the down arrow key, move the cursor to the line to be modified.
 - Press the [Enter] key to move the cursor to the Description field. This field can be changed if necessary.
 - Press the [Enter] key to move the cursor to the Amount field.
 - To increase a credit GLAC account, type the amount and select credit
 - To decrease a credit GLAC account, type the amount and select debit
 - To increase a debit GLAC account, type the amount and select debit
 - To decrease a debit GLAC account, type the amount and select credit
 - Additional GLAC's and descriptions may be entered in this area. Arrow down to a blank line and enter the GLAC, description and amount.
5. Once all the changes have been made to the DAR, it needs to be re-printed. To re-print the DAR do the following:
 - From the CNA/DAR menu go to DAR Report
 - Type the date for which the report is to be printed
 - Press [Save]
 - 2 copies of the report print automatically.
 - The Total Transaction Credit minus the Total Transaction Debit should equals to zero.

DAR Procedure

Year 2000 US Hotel		Year 2000 JC Hotel	
Blanca Quinsilla		U I I I Y I I I I I Y I I I I I	
(cash arrival)		ARF: 20	
		Date: 09/11/00	
Description	Debit- Credit	GLAC	Amount
Cash Sales	C	110-83	100.00
American Express	C	130-83	125.00
Visa-MasterCard	C	110-83	75.00
Room Sales	D	110-83	76.00
Today's Activity	C	129-00	576.00
Total Debit Amount			786.00
Total Credit Amount			786.00
		Approved By	Verified By

Tips on Balancing the DAR

Overage: To include a cash overage, in the cash overage line of the DAR adjustment screen, type the amount and select credit.

Shortage: To include a cash shortage, in the cash shortage line of the DAR adjustment screen, type the amount and select credit.

Today's Activity: There should be two transactions set up on DAR parameters. The first GLAC is "Today's Activity – Credit" with a GLAC "129-00" as a credit, and the other is "Today's Activity – Debit" with a GLAC "129-00" as a debit. The purpose of this GLAC is to balance the DAR to a zero. All the credit should equal all the debits, which means that "The Total Debit Amount", in the DAR report, minus the "Total Credit Amount" should equal zero. These two 129-00 GLAC's must be modified daily:

1. Run the DAR report and all the transactions are verified to be correct
2. Take the "Total Debit Amount" from the DAR report
3. Add this amount in the DAR adjustment in "Today's Activity – Credit" (leave the Credit/Debit field as a credit)
4. Take the "Total Credit Amount" from the DAR report
5. Add this amount in the DAR adjustment screen to "Today's Activity – Debit" (leave the Credit/Debit field as a credit)
6. Run the DAR report.

A/R Payments: To track payments entered in A/R, use the payment register report and add the total to the "A/R Payments" GLAC.

A/R Adjustments and Invoices: To track any adjustments and invoices created in A/R the amounts from the Invoice Register and Adjustment Register should be added to the DAR. The invoices and adjustments usually include transactions such as telephone charges, room charges, damage charges, etc. Make sure the correct GLAC is modified to include these adjustments, unless the property selects to create additional GLAC's for A/R purposes only.